

S-E-C-R-E-T

Approved For Release 2001/08/14 : CIA-RDP80-00773A000100050041-2

31 AUG 1978

25X1A

MEMORANDUM FOR: Deputy Director for Administration
FROM : [REDACTED]
Acting Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 30 August 1978

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1. (U) Local Recruitment: Most of the colleges in the Washington, D.C. metropolitan area have been contacted by recruiters from the Washington Area Recruitment Office and some interviewing days have already been scheduled. Part-time clerical work as well as professional career opportunities will be publicized at the local schools.

2. (U/AIUO) Briefing: [REDACTED] Chief, Clearance Division, Office of Security, spent the afternoon of 24 August being briefed on the organization and function of OP/Staff Personnel Division.

3. (U/AIUO) Clericals - Operations Directorate: We have been advised that the Operations Directorate has re-evaluated their clerical requirements and determined that their original requirement for five qualified Clerk-Stenos and Clerk-Typists per month should be increased to ten.

4. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 182 persons to go by 12 January, 28 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	28 (9)	35 (5)	63 (14)
Signed to go	35 (13)	84 (1)	119 (14)
Totals	63 (22)	119 (6)	182 (28)

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5. (U) Voluntary Investment Plan: The current unit value of the Growth Fund of the VIP is now at \$10.11. This is the first time since late 1973 that the Growth Fund has been above its initial unit value of \$10.00.

6. (U) Combined Federal Campaign: [REDACTED] the Agency CFC Coordinator, met with Mr. Chadwick Pierce on 25 August to discuss the 1978-79 Combined Federal Campaign. Mr. Pierce is the CFC Loaned Executive assigned to work with this Agency. Mr. Pierce discussed plans and preparations for the upcoming Campaign and accepted [REDACTED] invitation to speak at the Agency's Kick-Off Rally on 21 September. A memorandum for all employees from the Director concerning this year's Combined Federal Campaign will be forwarded shortly for printing and is scheduled for release on 5 September 1978. As a means of further publicizing the CFC, the 1979 campaign film, "A Kind of Giving," hosted and narrated by actor James Whitmore, has been recorded on videotape. We are exploring the possibility of showing it to employees via the cafeteria TV's. In previous years, only the keyworkers of the campaign have been able to view the promotional films.

7. (U/AIUO) Suggestion Awards: The NPIC Awards Panel, because of the complexity of the cases they receive for evaluation and the manner in which the NPIC organization encourages participation, represents an excellent example of a good evaluation mechanism. In order that a number of key persons in the awards mechanism in the Agency could see the NPIC Awards Panel in operation, the following individuals attended the NPIC Panel Meeting on 29 August:

- DDS&T Alternate Committee Member
- Chairman, Office of Finance Committee
- Suggestion and Achievement Awards Committee Staff Member

8. (U) Benefits Day: Three Employee Benefits Days are being held on the first floor J Corridor of Headquarters Building this week (29, 30 August and 1 September). Representatives from Benefits and Services Division and Retirement Division are present from 11:30 a.m. to 1:30 p.m. to answer questions and provide informative handouts on benefits and retirement matters.

9. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1976 is 60.

10. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

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(1). (U) Job Fair: Arrangements are being made for [REDACTED], OP/Recruiter, to participate in a job fair which will be held in the D.C. metropolitan area on 7 October 1978 in conjunction with the annual convention of the National Organization of Women.

(2). (U) Personnel Management and Administration Course: Preparations continue for the October pilot offering of the Personnel Management and Administration Course. Student notebooks are being prepared. Nominations are due from the Directorates to the Director of Personnel by 6 September 1978.

(3). (U) Function Career Service - ADP: Plans Staff will begin a study about the feasibility and desirability of establishing a function career service for ADP-related occupations.

(4). (U) Skill Sessions: The fall series of Skill Sessions will feature:

27 September - Chief, OP/Special Activities Staff -
The handling of personnel problem cases.

October - Deputy Director of Personnel for Special Programs - Retirement.

November - Deputy Director of Personnel for Recruitment and Placement - Recruiting.

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EA-D/Pers/[REDACTED]:rj (31 Aug 78)

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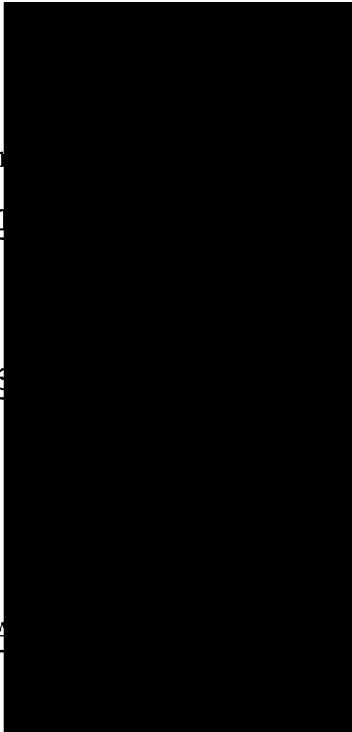
29 August 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (23-29 August 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant case was approved as a new hire:

DDA

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- Independent Contractor, Office of Security, effective 21 August 1978.

for the following rehired civilian annuitant cases were approved by the Deputy Director for Administration:

DCI

- Contract Employee, Office of Public Relations, one-year extension.

DDS

- Independent Contractor, Office of Research and Development, 15 month extension.

The following rehired civilian annuitant case was terminated:

NFA

- Independent Contractor, Office of Geographic and Cartographic Research, terminating 31 August 1978.

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